

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 9/27/23



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignations Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
This action request pertains to Elementary (only) High School/District Wide

Date: 9/27/2023

To: Corrina Guardipee-Hall
 Superintendent

From: Matthew Johnson
Title: Student Support

Subject: Guest Lecture Invite for Public Health Class Seminar Series 2023-2024

Description: Request travel for Cinnamon Salway and Matthew Johnson to be guest lecturers for the fall Seminar class at the UofM in Missoula, MT 10/9/23 @ 2:00pm. Other Spookinaappi staff will be traveling as well.

Financial Impact: \$1,103.14

Funding Source (Budget/grant, etc.): Spookinaapi Grant 115.90.450.2213.582.210

Attachment(s): Invitation Letter/Travel Request

Superintendent Action: Approved Denied Deferred Initial & date: _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____



9/21/2023

Cinnamon Salway,

On behalf of the School of Public and Community Health Sciences and the Missoula City County Academic Health Department I am pleased to invite you and your team to present at our Fall 2023 Seminar Series on 10/9/2023, 2:00pm in room 174 of the Skaggs Building on the University of Montana campus. We very much look forward to your presentation and meeting about the Skoopinaapi Project. Please let us know what we can do to make your trip a positive one for you and your team!

A handwritten signature in black ink, appearing to read "JC", with a horizontal line extending to the right.

James Caringi, Ph.D

**BROWNING PUBLIC SCHOOLS
Leave Report/Travel Request**

Employee Name: Sample Leave
Building: _____

Employee # _____
Substitute Name NA

LEAVE REPORT

<u>Date of Leave</u>	<u>Hours</u>	<u>Type of Leave</u>
<u>10/9/23</u>	<u>8</u>	<u>SR</u>
_____	_____	_____

Employee Signature _____ Date _____

Approved; Condition upon the specific leave being available for the specific employee **Not Approved**

Principal/Supervisor _____ Date _____

TYPE OF LEAVE

AN Annual	PL Personal Leave	ALWO Approved Leave W/O Pay
SL Sick Leave	JD Jury Duty (attach verification)	ULWO Unapproved Leave w/o Pay
*EX/SR Extra-Curricular/School Related	NG National Guard	SWP Suspended w/Pay
	FN Funeral _____	SWOP Suspended w/o Pay

(Master Contract Relationship)

***If taking School Related/Extra-Curricular Leave only, In or Out of District, you MUST list Conference Name/Location**

TRAVEL REQUEST (If receiving payment for EX/SR leave please fill out entire form completely)

Conference/Workshop UM Classroom Guest Lecturer for Seminar Series (Attach Brochure/Agenda)

Location Missoula, MT

Departure Date 10/8/23

Return Date 10/9/23

Departure Time 2:00pm

Return Time 8:00pm

Transportation: Personal Vehicle
 District Vehicle
 Professional Development

Mileage 408 @ .655 = \$ 267.24
Per Diem \$51+\$20 = \$ 71.00

Registration PO# _____ = \$ 0.00
 Hotel PO# _____ = \$ 233.33
 Other PO# _____ = \$ 0.00
 Other PO# _____ = \$ 0.00

Sub Total \$551.57

Budget 115.90.450.2213.582.210 (100%) \$318.24

Check Total \$318.24

Employee Signature _____ Date _____

Principal/Supervisor _____ Date _____

Superintendent Signature _____ Date _____